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June 22, 1984

MEMORANDUM FOR:

FROM:

SUBJECT: Procedures for Handling Special Requests  
for Changes in Foreign Assistance

This memorandum describes the process for handling special requests which arise during the year for adjustments in established levels or terms of foreign assistance to a country. These requests quite often occur in the course of state visits and sometimes through high-level American visits overseas, but they also result from significant changes in country conditions. These requests for adjustments include:

- commitment of resources which would call for an increase in current or future budgets;
- major reallocation of existing resources; and
- changing terms of assistance.

Such requests shall be reviewed by an ad hoc group, chaired by the Under Secretary of State for Security Assistance, Science and Technology (T), with the Administrator of AID as vice-chairman. This group will be composed of representatives from OMB, NSC, Treasury, DOD, USDA, CIA, and others, as appropriate depending upon the nature of the request.

In conjunction with AID, T will issue instructions to relevant offices within State and AID and to other departments defining the process for review. This process will make provision for obtaining final positions from relevant agency heads. Recommendations on issues that cannot be resolved by the ad hoc group, as well as recommendations to seek additional resources, shall be sent to the President through the National Security Advisor and the Director of the Office of Management and Budget.

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